

Quick Reference Guide to Completing Tenant Eviction Forms Prior to Filing

Complaint for Residential Eviction:

- Fill in party names in the space provided (the plaintiff is the party initiating this action and the defendant is the party against whom the case is initiated)
- Read each line and fill in the appropriate responses
- Date and sign in the space provided and print or type your name, address and telephone number
- Attach the written agreement to pay rent, if any
- Attach the Notice from Landlord to Tenant – Termination for Failure to Pay Rent

All other forms:

- Fill in the names of the Plaintiff(s) and Defendant(s)
- Read each line and select and/or fill in the appropriate responses.
- Date and sign in the space provided and print or type your name, address and telephone number
 - If required, date and sign in the presence of a Notary Public or Deputy Clerk.